

DD/S 64-0588

29 January 1964

MEMORANDUM FOR: Executive Director

SUBJECT : Printing - The DDS

1. The DDS places a relatively light load on PSD facilities. It does not have a great many regular publications, and most of its output does not involve color work or other expensive techniques.

2. The Committee feels that OTR could achieve some economies in its printing, however. The savings to be achieved would not be large, but in a period of general austerity they would be desirable. Our recommendations would affect the OTR Bulletin and Studies in Intelligence. The Bulletin, issued 9 times yearly and intended to convey information to Agency employees, makes considerable use of cartoons and other graphic devices to catch the reader's attention. Increased use of such devices is planned.

Recommendations:

a) that OTR simplify the format of the Bulletin and reduce or eliminate the graphics;

b) that OTR issue Studies in Intelligence twice yearly rather than quarterly and survey its consumers to determine whether a reduction in the number of copies printed is feasible.

3. The attached memorandum from C/Admin/OCR is self-explanatory. The Printing Committee associates itself with the recommendations made therein.

/s/

STATINTL

Chairman, CIA Printing Committee

Attachment: a/s

Orig & 1 - Addressee

1 - ex Committee member (4)

1 - SA/CI Chrono

1 - Printing Committee file

(29 Jan 64)

25 YEAR RE-REVIEW

STATINTL

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment